

COMMUNITIES IN SCHOOLS OF KALAMAZOO POSITION DESCRIPTION

Position Title: **Finance & HR Assistant**

Reports To: Director of Human Resources, Facilities and Administrative Support

POSITION SUMMARY:

Provides diverse administrative functions for Communities In Schools of Kalamazoo in an independent setting and in conjunction with other administrative staff. Provides administrative support to The Kalamazoo Promise, including student file maintenance & data recording. Position is responsible for Accounts Payable data entry, distribution and knowledge of the budget account detail. Provides diverse administrative support to the Director of Human Resources. Assists with recruitment and the interviewing process. Provides additional assistance with Finance & HR projects as needed. Duties include, but are not limited to, answering the operator phone line and directing those calls to staff, greeting and directing guests, filing, copying, word processing, data entry, and scheduling. May also provide assistance on various projects (including Basic Needs program) Board of Directors meetings, events, and other routine tasks.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Bachelor's degree in business, accounting, human resources or similar with proven experience
Prior experience in a not-for-profit setting preferably in a services venue is strongly preferred.

Requires experience with Microsoft Windows or similar operating system, including use of Microsoft Office Suite, including Outlook, and versatility with Excel. Prior experience with Quick Books is highly desirable.

Qualified & interested candidates should submit a letter of introduction and a current resume to:
dkievit@ciskalamazoo.org prior to February 13th for preferred consideration.